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## Appendix I

### Functions and Mission of Operations and Graphics Sections, Presentation Division, ORE

#### I. Operations Section.

A. General Mission: Under the supervision of the Chief, Presentation Division, ORE, to develop and maintain the salient aspects of the world situation, by means of oral, visual and graphic techniques, for the purpose of portraying the integrated intelligence picture.

#### B. Specific Functions:

1. To be responsible for the supervision of the CIA Situation Room in such matters as humidity, temperature, lighting, appearance, and seating arrangements.
2. To develop procedures for the maintenance of security of assigned areas, in compliance with CIA Security Regulations and ORE Security Instructions, with attention to special conditions attendant on large numbers of persons' attending presentations.
3. To plan, develop, and maintain the graphic portrayal, in permanent installation form, of the pertinent elements of the world situation in the various intelligence aspects, coordinating with ORE, other CIA offices, and participating intelligence agencies, guided by ORE requirements.
4. To devise, in conjunction with Graphics Section, suitable techniques for illustrating visually CIA intelligence processing, key intelligence trends, and statistics, both in portable and permanent installation form.
5. To aid Program Section by supplying necessary visual aids for briefings of authorized individuals in special features of the world intelligence picture; and in connection with Graphics Section, to plan and execute original graphic and visual studies necessary for Program Section needs.
6. To maintain displays, as needs arise, of the various publications and graphics materials issued by CIA and participating intelligence agencies.
7. To plan, assemble, file, and keep current a library of portable graphic intelligence studies (maps, charts, diagrams, plans, models) to be used in conjunction with CIA Situation Room Briefings, and to supplement permanent map installations. These are to be maintained in coordination with Graphic Materials Division, Reference Branch.
8. To be prepared to brief authorized personnel entering installations on all phases of intelligence posted there.
9. To assist Graphic Materials Division, at their request, by supplying base maps to ORE research personnel from files maintained by the Section, and to conduct necessary liaison with agencies supplying maps.
10. To keep current the intelligence postings in the Situation Room, and to contact Branch heads when data is needed for changes (acting via Program Section).
11. To maintain the necessary office and administrative records of such items as entry lists, outgoing and incoming intelligence and other classified data, and map requests.

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12. To cooperate with MI and other similar CIA units in the preparation of rough estimates and studies when requested, of graphic intelligence for use with various CIA reports and publications working in conjunction with Graphics Section.
13. To maintain close liaison with the situation rooms of other intelligence agencies, to promote interchange of graphic intelligence data and techniques, and to prevent unnecessary duplication.

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